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NC E-Procurement  
Online Shopping  
FBS Summer Conference  
July 2015



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*“I value the use of the NC E-Procurement System.  
My colleagues like the fact that their orders are  
transmitted directly, speeding up the process and  
excluding the step of them having to submit  
them to the vendors.”*

- More than **4.5 Million** purchase orders and over **\$32 Billion** in spend has processed through the NC E-Procurement system
- Over **10,000** NC users from almost **200** different entities currently use NC E-Procurement.
- Over **50,000 vendors** are registered in the NC E-Procurement system.




***NC E-Procurement provides the tools to improve the way the State of North Carolina purchases goods and services.***

- There are more than **450 electronic catalogs** representing over 135 Statewide Term Contracts available to users
- Users are empowered to use online requisitioning with direct access to State Term Contracts via **online catalogs**
- Orders and internal approvals are **routed electronically** and maintained for accountability – **paper free!**

***Since March 2014, the Division of Purchase and Contract announced several new Statewide Term Contracts:***

- **615A** – Office Supplies was awarded to Forms & Supply and is projected to offer 31% savings on general office supplies.
- **645A** – Office Paper is expected to generate a 9% savings on office paper over historical purchases. Tiered pricing adds further discount opportunities for larger volume orders.
- **445B** – Maintenance, Repair, and Operations (MRO) was awarded to Grainger. It consolidated several previously separate contracts.
- **And Fuel contracts:**
  - 405A – Propane
  - 405B – Diesel
  - 405C - Gasohol

- NC E-Procurement online catalogs provide an online shopping experience to the end user, which includes:
  - The ability to search for a specific item on Statewide Term Contract
  - The ability to conduct a side-by-side item comparison
  - The ability to note commonly ordered items as “favorites”, allowing quick access in the future
- Catalog line items are pre-populated with Pricing, Contract, Commodity, and Supplier Specific information, allowing end users to quickly add the items to their requisition and Suppliers to quickly process the purchase orders



A R I B A®
SPEND MANAGEMENT

Home | Logout

Welcome Laura Haakenson

Create Search Manage Preferences

Customize

Supplier

B.W.Wilson Paper Co. (6)  
DOVE DATA PRODUCTS, ... (5)  
GODWIN MFG CO INC (22)  
Hampden Engineering ... (1849)  
SOUTHERN ... (4497)  
Show All ...

Language

English (15313)

Favorites

- Recent Choices -

RQ20000005: Untitled Requisition

Items: 0 Total: \$0.00000 USD

Summary Exit

Add items to your requisition from the catalog or from your favorites groups. You can also enter details for non-catalog items.

Catalog Home

Browse By: Categories | Suppliers

Catalog

Search Options

Create Non-Catalog Item


**APPLIANCES, ELECTRICAL, CLOCKS** (7122)

APPLIANCES (8)  
ELECTRICAL EQUIPMENT (7114)


**BUILDING MATERIALS, MAINTENANCE** (2)

031-11: Blowers: Industrial Types (2)


**CLOTHING & TEXTILE ITEMS** (110)

CARPET AND FLOOR MAINTENANCE AND MACHINES (110)


**EDUCATIONAL & ATHLETIC EQUIPMENT, SUPPLIES** (2)

580-10: Band Instruments and Accessories (2)


**FOOD & RELATED ITEMS**

165-92: Vending Machines, Non-Refrigerated (1)  
740-85: Vending Machines, Refrigerated (1)


**FURNITURE (OFFICE, EDUCATIONAL AND HEALTH CARE)** (1663)

420-00: FURNITURE: CAFETERIA, CHAPEL, DORMITORY,  
HOUSEHOLD, LIBRARY, LOUNGE, SCHOOL (484)  
425-00: FURNITURE: OFFICE (1179)


**OFFICE EQUIPMENT & SUPPLIES/PAPER/PRINTING** (3210)

OFFICE EQUIPMENT AND SUPPLIES (2999)  
PAPER AND PAPER PRODUCTS/PLASTICS (57)  
080-65: Service Awards, Specialty Type (98)  
395-00: FORMS, CONTINUOUS: COMPUTER PAPER, FORM LABELS, SNAP-OUT  
FORMS, AND FOLDERS FOR FORMS (56)


**POLICE & SAFETY EQUIPMENT** (299)

680-00: POLICE EQUIPMENT AND SUPPLIES (165)  
345-32: First Aid Cabinets, Kits, and Refills (134)


**SERVICES (CONTRACTUAL & CONSULTANT)** (1860)

910-09: Carpet Cleaning, Dyeing, Installation and Repair (1)  
918-28: Computer Hardware Consulting (5)  
920-31: Installation of Computers, Peripherals, and Related Equipment (Including  
Software) (8)  
More ...


**TECHNOLOGY ITEMS** (2029)

880-46: Projection Stands, Tables, etc., Standard and Rear-Projection Types (2)  
COMPUTERS AND RELATED ITEMS (2027)


**TRANSPORTATION (VEHICLES & SUPPLIES INCLUDING MARINE)** (40)

TRANSPORTATION, VEHICLES AND SUPPLIES (40)


**Uncategorized Items**

- **10 Web Based Trainings & 40 Job Aids**
  - *Self-paced online training modules*
  - *Printable job aids with screenshots*
  - *<http://eprocurement.nc.gov/Training.html>*
- **Onsite Training**
  - *Free on an as needed basis*
  - *[eptraining@doa.nc.gov](mailto:eptraining@doa.nc.gov)*
- **Dedicated Training Environment**
  - *Hands on experience for new users or trying Approval Flows*

***The NC E-Procurement Help Desk is  
manned by highly-trained and friendly IT  
customer service agents dedicated to  
serving you!***

**Agents are available for assistance**

**7:30am – 5pm**

**Monday through Friday**

**888-211-7440, Option 1**

**[ephelpdesk@its.nc.gov](mailto:ephelpdesk@its.nc.gov)**



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*“The NC E-Procurement system has been a very productive change for our school system. We are very pleased with placing our orders for the schools and the turnaround time for our orders being delivered.”*